

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA, YOUNTVILLE
CONTINUOUS TESTING
OPEN, SPOT EXAMINATION
Bulletin Release: 01-02-04



REGISTERED NURSE
MONTHLY SALARY: A: \$3, 532.00 - \$4,246.00
B: \$3, 780.00 - \$4, 555.00
PLUS: \$800 Monthly Recruitment & Retention Bonus

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

HOW TO APPLY: The testing office accepts State of California application, form 678, continuously and will notify and test applicants as needed. Do not submit applications to the State Personnel Board.

A copy of the Registered Nurse license to practice in California must be attached to the state application. Successful candidates will be placed on a list to fill vacancies in Yountville, California of all Tenure and Time Base. Positions are: Permanent/Limited Term, Full Time, Part Time, and Intermittent.

SUBMIT APPLICATIONS TO: VETERANS HOME OF CALIFORNIA - YOUNTVILLE
Human Resource/Testing Office
110 California Drive
Yountville, CA 94599-1414

FINAL FILING DATE: CONTINUOUS – Testing is considered continuous as dates can be set at anytime and eligible lists are merged.

EXAMINATION ELIGIBILITY LIMITATION: The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Veterans Affairs within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements for this examination. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applications/resumes must include: "to" and "from" date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Requires possession of the legal requirements to practice as a professional Registered Nurse in California.

(Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination, but they must possess all legal requirements as determined by that Board before they will be considered eligible for appointment.)

Special Personal Characteristics: Must possess aptitude for and willingness to work with clients in a State geriatric facility; emotional stability; sensitivity to the needs of clients, patience; tact; alertness; and keenness of observation.

Additional Desirable Qualifications: Proficiency in the use of American Sign Language.

THE POSITION: In a 24 hour facility, the Registered Nurse is the entry and journey level. Under general supervision, incumbents administer nursing care to patients/clients of a State geriatric facility, which may include a clinical setting or a special treatment area where specialized nursing work may be required; assist in planning and evaluating nursing care of assigned patients/clients; assist in directing, overseeing, and training other nursing personnel, and client help; relieve supervisor as required; and perform other related duties. In addition, at the journey level, incumbents may provide direction to unit or clinic personnel in general or specialized nursing work; provide for continuity of client care with nursing personnel of other shifts; may be responsible for directing the work of an eight-hour shift of an organized nursing unit; and relieve supervisor as required.

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:**
1. Professional nursing principles and techniques for a geriatric population.
 2. Medical terminology.
 3. Hospital routine and equipment.
 4. Medicines and narcotics.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

REGISTERED NURSE – TI90/8165
4VAC9

CONTINUOUS FILING

Issued 10/24/2003-INFORMATION ON THIS BULLETIN SUPERSEDES ALL PRIOR BULLETINS

B. Ability to:

1. Apply nursing techniques.
2. Observe and record symptoms and behavior.
3. Keep records and prepare reports.
4. Gain the interest, respect and cooperation of clients.
5. Plan, organize, and direct the work of others.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION: The resulting eligible list will be used to fill vacancies at the Veterans Home in Yountville, California only. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Veterans Home of California, Yountville, Human Resource three days prior to the written test if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Human Resource in Yountville, California, (707) 944-4550 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2)departmental promotional, 3)multidepartmental promotional, 4)servicewide promotional, 5)departmental open, 6)open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board Office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

Veterans Home of California, Yountville
Human Resource/Testing Unit
110 California Drive
Yountville, California 94599-1414
Public Telephone (707) 944-4550
TDD voice of hearing impaired (707) 944-4560
www.cdva.ca.gov